

## **EMPLOYEE TRAUMATIC INJURY CHECKLIST**

1. Notify your supervisor in writing on a form CA-1 as soon as possible (if it is later than 30 days after the date of injury you will not be entitled to Continuation of Pay (COP). If you are unable to, someone may do it on your behalf. Your supervisor should give you a receipt as evidence of your timely filing.

2. If 5 days have not yet elapsed since the injury, your supervisor should provide you with a CA-16 (Authorization for Examination and/or Treatment) to give to the treating physician. You will receive only 1 CA-16. It will cover treatment, even if you are referred to another physician, for 60 days or up to \$1,500.00. During this time the Office of Worker's Compensation (OWCP) will review the case for acceptance or denial. If it is accepted, OWCP will continue to pay the medical expenses.

3. Instruct the medical facility to forward the completed CA-16, all reports, medical bills, etc. to:

HRO ATTN: MARY CAMPBELL  
Arizona National Guard  
5636 E. McDowell Rd.  
Phoenix, AZ 85008-3495

4. If the hospital or doctor's office contacts you for payment of bills contact Mary Campbell for assistance by calling (602) 267-2475 or DSN 853-2475.

### **IMPORTANT REMINDERS**

OWCP will pay chiropractic bills only if you have a diagnosed subluxation as shown by x-ray, and then only for manual manipulation.

Once you have selected a physician you **may not** change physicians without prior authorization from OWCP. The **doctor may** refer you to a specialist without OWCP'S prior authorization.

If surgery is needed, prior authorization must be obtained from OWCP. Prior authorization for any expensive procedure or test is in the employee's best interest.

If necessary your doctor may prescribe physical therapy. Prior authorization is needed if the doctor wishes to extend physical therapy beyond the initial treatment period.

The treating specialist must bill on Form HCFA-OWCP 1500 and hospitals must bill on a UB 92.